



STUDENT AFFAIRS

University Unions

Updated July 2020: COVID-19 Response

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Section 1: Introduction

1.1 Introduction

This manual is intended to facilitate the consistent allocation and efficient use of facilities within the University Unions (Brown-Lupton University Union and King Family Commons Building).

1.2 Policy Amendments

The University Unions reserves the right to amend this document at any time if deemed in the best interest of the TCU Community. The University Unions Administration shall be responsible for making judgements regarding Union services not covered in this manual.

Section 2: General Guidelines

2.1 Tobacco-Free Campus

Texas Christian University prohibits the use of all tobacco products on University property, including the University Unions facilities and surrounding areas. This policy applies to all forms of tobacco including but not limited to, cigarettes, cigars, snuff, vape, etc. The full policy is available at the following: www.froglife.tcu.edu/tobaccofree.

2.2 Proper Attire

In accordance with the Department of State Health Services, the University Unions follows all policies outlined by the Department of State Health Services. All patrons of the University Unions are expected to wear proper clothing and footwear inside of the University Unions facilities.

According to university guidelines face coverings are required in all University Unions spaces.

2.3 Recreational Equipment

Rollerblades, scooters, skateboards, bicycles, etc. are not allowed inside the University Unions facilities.

2.4 Recreational Vehicle Parking

All bicycles should be affixed to the provided bicycle racks outside the University Unions and should not be affixed to other static objects in and around the facility. Recreational vehicles, including but not limited to, golf carts, bicycles, scooters, and other motorized vehicles are not allowed in the archway of the Brown-Lupton University Union.

2.5 Lost and Found

The University Unions Administration is not responsible for the loss, theft, or damage of personal or organization's property. All items that are lost inside or around the University Unions facilities will be kept at one of the two Information Desks. All property will be cataloged and maintained through the combined database with the University Unions and Campus Recreation Department. After two (2) weeks-time, all property will be turned over to the TCU Police Department. The TCU Police Department will maintain all property.

2.6 Vending Machines

Vending machines inside the University Unions are maintained by TCU Facilities Services. For questions or information regarding refunds, please call 817-257-7957.

2.7 Emergency Procedures

In the event of an emergency, the University Unions will follow the Emergency Procedure Policy as outlined by the Office of Emergency Preparedness. During an evacuation, patrons will be directed to relocate to Frog Fountain.

- [Brown-Lupton University Unions Emergency Preparedness Manual](#)
- [King Family Commons Emergency Preparedness Manual](#)

2.8 AED Locations

The Brown-Lupton University Union is equipped with six (6) Automatic External Defibrillators (AED). The AEDs are found at the following locations:

- Auditorium water fountain (east side of the Auditorium)
- Information Desk (1st floor, south lobby)
- Chick-fil-A entrance (1st floor, north lobby)
- Market Square entrance (2nd floor, north lobby)
- Chancellor's Dining Room (3rd floor, south end)
- Hallway between Ballroom A and the elevators (3rd floor, north end)

The King Family Commons Building is equipped with four (4) Automatic External Defibrillators (AED). The AEDs are found at the following locations:

- 1st floor, near the Information Desk
- 1st floor, near the main dining room
- 2nd floor near the restrooms
- 2nd floor near the elevator

2.9 Animal Restriction

Service animals and dogs used by law enforcement are the only animals permitted inside the University Unions facilities.

2.10 University Unions Building Access

All requests for building access and keys must be submitted to the University Unions Operations staff for processing and approval.

In accordance with university guidelines, all entry to the University Unions will be through TCU card swipe access only, all current faculty, staff and students will be provided swipe access during operating hours.

2.11 Maintenance

Maintenance concerns should be reported using the online reporting form found at www.union.tcu.edu > Resources > Submit Building Work Orders.

2.12 Solicitation

Individuals and organizations may not solicit in or around the University Unions without first

registering with the University Unions Administration Office.

2.13 On-Site Sales

Goods or services may not be sold in the University Unions without permission from the University Unions Administration.

2.14 Raffles

All raffles must comply with the TCU Charitable Raffle Policy, which can be found online at www.union.tcu.edu > About > Policies > Charitable Raffle Policy. A completed raffle request form, available online during the room reservation(s) process, should be submitted to the University Unions Administration at least 14 business days in advance of the scheduled raffle.

2.13 Photography & Videography

The University Unions follows all policies and procedures of the Office of Marketing & Communications, which can be found at http://www.mkc.tcu.edu/location_request.asp

2.14 Loading Dock

Both Unions have loading docks that can be used for deliveries and pickups for Sodexo and University Unions operations.

Parking and unattended vehicles in the loading dock are prohibited.

Deliveries and the use of the loading docks must be approved in advance by the University Unions Administration office or Sodexo.

Section 3: Advertising and Publicity

3.1 Advertising

Advertising promoting the events and activities related to recognized student organizations, departments, or administrative units may be displayed in Unions facilities. All advertising should contain the name and contact information of the sponsoring entity.

All messages displayed should reflect the mission and values of the University. Advertisements promoting alcohol, tobacco, firearms, adult businesses, or other material incongruent with University values or policies are prohibited. The University Unions reserves the right to remove all advertisements that are not in compliance with this policy.

3.2 Posting Limitations

Advertisements may only be posted in the provided bulletin boards, napkin holders/table tents in the University Unions. Advertisements may not be affixed to windows, walls, or furniture without prior authorization from the University Unions Administration.

3.3 Special Approval for Napkin Holder and Table Tent Advertising

Approval for all table tents is coordinated through Sodexo. Sodexo can be contacted at 817-257-7283 or <https://tcu.sodexomyway.com/>

3.4 Digital Signage Posting

The University Unions provides access to submit for display digital versions of event advertisements. These screens are located through the University Unions facilities and a full breakdown of policies can be found at the following:

- [Digital Signage Advertising Policy](#)
- [Digital Signage Submissions](#)

Section 4: Facility Reservations

4.1 Facilities Reservations with Services

All requests with University Unions services must be submitted online at www.union.tcu.edu a minimum of four (4) business days in advance of the event. This process applies to current recognized student organizations and University-recognized departments and groups.

All reservations will require a comprehensive attendee list submitted to the University Unions via universityunions@tcu.edu in Excel format with a minimum of two (2) business days in advance. Failure to comply could result in cancellation of reservation request.

4.2 Facilities Reservations Without Services

All requests with University Unions without services must be submitted online at www.union.tcu.edu a minimum of one (1) hour in advance of the event. This process applies to current TCU students, faculty & staff, and recognized student organizations and University-recognized departments and groups.

This policy refers to the following rooms inside the Brown-Lupton University Union:

- King
- Acuff
- Clinkscale
- Davis
- 1022
- 1024

These rooms will be provided without any changes in the room set-up and/or audio-visual support.

Due to COVID-19 restrictions, this reservation template will be inactive until further notice.

4.3 Non-University Requests

All non-University requests must be submitted through TCU Conference Services: <https://tcuconferenceservices.com/>. This includes requests from student organizations and University entities where at least 51 percent of attendees are from outside the University.

***Due to COVID-19 restrictions, TCU will no longer be accepting non-University organized events. ***

4.4 Reservation Priorities

University Unions facilities are reserved on a first-come, first-serve basis. Precedence is given to high-priority University events, recognized student organizations, and TCU departments. Users are not guaranteed the exact space requested. The Unions staff reserves the right to assign and potentially re-assign space with consideration to event size, needs, and space available in order to maximize the use of the facilities.

4.5 Academic Class Reservations

The University Unions facilities are not to be used for academic class scheduling. The University Unions will be used to accommodate student organizations and departmental events, as well as outside client events. The University Unions cannot accommodate weekly academic class scheduling of space.

***Due to COVID-19 accommodations, the University Unions may be used to support academic space usage. ***

4.6 Reservation Request Timing

Reservation requests open during the spring semester for the following academic year. Requests for space beyond that academic year will not be accepted.

4.7 Table Clothing and Skirting

The Unions has a limited quantity of tablecloths and skirts for 6ft and 8ft rectangular tables. Priority for this service will be given to tables located outside of meeting rooms. Tables inside of rooms, such as tables for awards, speaker's table, fairs, etc. will be clothed and skirted with Unions equipment only if supply allows. Clothing and skirting of interior tables should be requested during the room reservation process. Groups are welcome to rent linens through Sodexo or another rental agency. The Unions staff is not responsible for clothing and skirting tables with rented linens.

4.8 Audio-Visual Equipment

Reservations for audio-visual equipment must be received no later than five (5) business days and confirmed within four (4) business days of the event. The University Unions does not provide laptops for use in University Unions facilities.

***Due to COVID-19 restrictions, the University Unions will limit AV equipment that is available for event support. ***

4.9 Event Noise

University Unions reserves the right to reduce all sound level of any event that may disrupt other events in the University Unions facilities.

4.10 Video Copyright

The University Unions facilities are considered public viewing areas under copyright law. Any viewing of copyrighted material, unless expressly part of the instructional portion of a class, requires purchase of the viewing rights of the material by the sponsoring group. Proof of those viewing rights must be provided to the University Unions Administration prior to the event date.

4.11 Room Setup

All setups must be finalized with the University Unions Administration three (3) business days prior to the event. Substantial changes in room configuration after the room has been setup may result in a change fee.

All event setup, tear down, and housekeeping must be completed by the University Unions or Facility Services staff members to prevent damage to furniture and personal injury.

Some spaces have permanent furniture arrangements that cannot be changed. Reconfiguration of these rooms will be done at the discretion of the University Unions Administration and is considered on a case-by-case basis.

Due to COVID-19 restrictions, setup types will be limited and will maintain 50 square feet per participant or 6 feet of social distancing. Due to this, previous space allocations may be changed to comply with CDC spacing guidelines.

4.12 Event Tabling

A limited number of tables are provided, free of charge, to TCU students and departments for all tabling events that take place inside the University Unions and in The Commons space. Tables for outdoor events can be obtained from the University Unions Information Desk by providing a TCU ID card that will be retained during the activity period. Once the table has been returned to the Information Desk the TCU ID card will be returned. All non-returned tables will be charged to the student account if not returned.

4.13 Clean-Up and Damage Charges

In the event that additional clean-up or maintenance is required following a reservation, the group holding the reservation will be held financially responsible for the necessary work.

Please note that use of paint, glitter, hay, loose sequins, and some candle usage in the Unions is strictly prohibited and will result in the application of a clean-up fee.

4.14 Insurance Requirements

All events held on the Unions' property are required to adhere to TCU Risk Management and Conference Services liability insurance requirements. For a full description, visit <https://tcuriskmgmt.tcu.edu/website-forms/>

4.15 Security Arrangements

The University Unions Administration reserves the right to require groups to provide security or medical personnel, at their expense, for events on the University Unions' property. The need for these will be determined by the University Unions Administration in consultation with TCU Police. Only TCU Police, or their designee, may provide such services. Events requiring security coverage will be canceled if adequate security is not available or if a security plan is not received by the University Unions staff and TCU Police at least two (2) business days prior to the start of the event.

4.16 Event Parking

Students, faculty, and staff utilizing the Unions must adhere to TCU parking policies. Events with non-TCU guests should work with TCU Police to arrange parking access.

Event organizers who wish to utilize valet service must notify the University Unions Administration of their intent at least 10 business days in advance. Valet service will be approved by the Unions based on the availability of the Union driveway. Once the valet service is approved by the Unions, the event organizer is then responsible for booking directly with approved valet companies and coordinating with the TCU Police

4.17 Occupancy

All events must comply with occupancy regulations, as set by the Fort Worth Fire Marshal. A full list of room capacities can be found at <https://union.tcu.edu/facilities/reservations/room-capacities/>.

Due to COVID-19 restrictions, setup types will be limited and will maintain 50 square feet per participant or 6 feet of social distancing. Due to this, previous space allocations may be changed to comply with CDC spacing guidelines.

4.18 Event Timeliness

All events must start and finish within the scheduled reservation time period. This includes set-up and teardown activities.

4.19 Demonstrations

Students or organizations wishing to hold a demonstration anywhere on TCU's campus, including Unions' property, must register with the Office of Campus Life no less than two (2) business days in advance. For more information on event registration and campus demonstration practices, please see the Demonstration Guidelines section in the Code of Student Conduct at <https://tcu.codes/>.

4.20 Late Requests

The University Unions Staff may not be able to fulfill reservation requests received less than two (2) business days prior to the requested event. If an appropriate room is available, it may be assigned, but special services, including audio-visual equipment, may not be available.

Section 5: University Unions Rental Fees

5.1 Facilities Rental Fees

Use of space in the Unions space is free of charge for student organizations and University department events, provided that at least 51 percent of the attendees are current TCU students, faculty, or staff. All non-University reservations are charged at rates set by TCU Conference Services.

5.2 Fronting Off-Campus Organizations

Texas Christian University departments and student organizations may not serve as fronts for off-campus organizations. If fronting is discovered, outside rental rates will apply. University departments and student organizations may co-sponsor events with off-campus organizations, as long as the mission of the outside group relates to the on-campus group and the conditions in section 5.1 are met.

Section 6: Food and Beverage Service

6.1 Food Service Policy

All meals served inside the University Unions and on the outside Campus Commons Plaza (brick paver area) must be catered by Sodexo. Exceptions to this rule must be approved through the Director of Housing & Residence Life and the Director of the University Unions. Snacks, such as cookies and punch/water, cake and punch/water, or chips and punch/water (with no combination of either choices), may be provided by event organizers, so long as the University Unions Administration is informed prior to the event. It is the responsibility of the party providing the food to ensure area is clean and left in the same manner as the space was upon arrival.

6.2 Ordering Catering

After the appropriate facility has been approved by the University Unions Administration, food and beverage arrangements may be made through Sodexo at 817-257-5239 or by email at catering@tcu.edu. All food and beverage arrangements are the responsibility of the organizing group.

6.3 Prohibited Beverages

Red-dyed beverages may not be served in the University Unions.

6.4 Alcohol

Alcohol will not be served in the University Unions without the express written approval of the Vice Chancellor for Student Affairs. Requests should be submitted using the Request to Serve

Alcoholic Beverages in Academic/Administrative Building form to the Office of the Vice Chancellor for Student Affairs at least ten (10) business days prior to the event. All alcohol, once approved by the Vice Chancellor, must be purchased and served by Sodexo.

Section 7: Decorations

7.1 Decoration Limitations

Tape, glue, tacks, or nails are not permitted on the walls, doors, floors, ceilings, glass, woodwork, draperies, moveable walls or any painted surface in the University Unions. Glitter, hay, loose sequins, and paint are also expressly forbidden in the University Unions.

7.2 Damages caused by decorations

Groups that cause damage to the facility or furnishings or that decorate using materials requiring excessive clean up time will be assessed a fee or the actual cost of repair or cleaning, whichever cost is greater.

7.3 Ingress and Egress

Doorways, hallways, corridors, staircases, and fire exits cannot be blocked or obstructed.

7.4 Decoration set-up and teardown

Groups bringing decorations must provide the labor necessary to set up and teardown their decoration. All set up and teardown must be completed within the reservation time period.

7.5 Candles

Use of candles must be pre-approved by the University Unions staff. Only requests for the use of candles enclosed in glass or floating in water will be considered.

Section 8: Outdoor Policies

8.1 Weather Plans

Groups reserving outdoor spaces are permitted to also reserve an indoor location in the Unions to use in the event of inclement weather. Reservations of back-up space is not guaranteed and is subject to availability.

8.2 Outdoor Equipment

See section [4.9](#) for information on table usage and rentals for outdoor events. Small portable outdoor audio-visual equipment will be provided in The Commons, no further than Frog Fountain. The University Unions staff will provide and set up this equipment at no additional charge.

Event organizers must coordinate the reservation of trash cans, electrical access, water access, and the adjustment of the University's groundskeeping schedule at least five (5) business days in advance of the reservation by contacting the TCU Physical Plant at 817-257-7956 or through departmental access to the AIM system.

Due to COVID-19 restrictions, large scale outdoor events may be limited in accordance with state of Texas and Tarrant County public health regulations.

8.3 Large-Scale Outdoor Events

Any large-scale outdoor event must be coordinated with the University Unions and all necessary equipment must be rented from a TCU-approved rental company. The University Unions does not provide tables, staging, or AV equipment for large-scale outdoor events. Refer to section 4.15 in compliance with all delivery, set-up, and tear-down of rented equipment. A timeline of delivery and tear-down is required in conjunction with event reservation.

A comprehensive list of approved vendors is kept by the University Unions and can be provided to an event organizer upon request.

Due to COVID-19 restrictions, large scale outdoor events may be limited in accordance with state of Texas and Tarrant County public health regulations.

8.4 Overnight Use

Reservation and use of the Unions' outdoor spaces is limited to the operating hours of the University Unions. Overnight use, such as campouts, are prohibited unless approved by the University Unions Administration. For hours of operation, please visit www.union.tcu.edu

8.5 Noise

The University Unions Administration reserves the right to restrict the use of amplified sound and activity in outdoor spaces in order to maintain a healthy living environment for on campus residents and area neighbors